

**SECRET**

11 November 1977

MEMORANDUM FOR: Acting Deputy Director for Administration  
 25X1A FROM : [REDACTED]  
 SUBJECT : Acting Director of Personnel  
 Office of Personnel Report --  
 Week Ending 11 November 1977

1. (U/AIUD) Retirement Activity: These figures depict total retirement activity for the period 10 August through 31 December 1977. The figures in the clear show totals. The figures in parenthesis represent persons who have opted for options of discontinued service or "involuntary" retirement; the figures in parenthesis are included in the total figure. Thus, of 205 persons to go by 31 December, 60 are going under the "liberal" options.

	Civil Service	CIARDS	Total
Retired	44 (22)	48 (15)	92 (37)
Signed to go	39 (14)	59 ( 7)	98 (21)
Not signed but appear definite	8 ( 2)	7 ( 0)	15 ( 2)
	<hr/>	<hr/>	<hr/>
	91 (38)	114 (22)	205 (60)

2. (C) Open Season Notices: On 3 November 1977, [REDACTED] mailed 2,600 notices to CIARDS retirees concerning the open season period of 14 November through 9 December 1977 for changes in registration under the Health Benefits Program.

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 CL BY 612752  
 May be downgraded to  
 CONFIDENTIAL when  
 separated from classified  
 attachment.

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3. (U) Increased Activity in Retirement Affairs Division from the DDO Reduction Exercise:

a. Our Retirement Operations Branch personnel were tasked with preparing retirement annuity estimates (either imminent or deferred) for all employees involved in the DDO reductions. We are striving to complete the estimates within the 10-day period following the notification to the employees that they were on the reduction list. In order to meet this deadline, estimates were also prepared last Saturday.

b. The Retirement Counseling and Employee Assistance Branch (RCEAB) also reports increased activity resulting from the planned DDO reductions. RCEAB pre-retirement counselors report a significant increase in phone calls, drop-in visits, and scheduled appointments from prospective retirees. Persons on the DDO list are openly discussing their status and most of them want to get full pre-retirement and job-search counseling.

4. (U) Status of One-Time Election for CIARDS: Election memoranda were sent in October 1977 to all those CIARDS participants who are scheduled for mandatory retirement between now and 31 March 1978. The Headquarters version of the memorandum has just recently been returned from the printers and we have started typing and are preparing to distribute it.

\* 5. (U) Suggestion Box: Five suggestions were received this week. They were directed as follows: one to the Office of Security, one to Logistics Services Division, and three to the Director of Central Intelligence. The total number of suggestions received since the program began on 15 June 1977 is 41.

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6. (U/AIUG) New Clerical Employees: The Clerical Staffing Branch brought on duty a total of 49 employees during the month of October 1977. Of these 49, six were former employees, ten were either Agency dependents or relatives, and six were Black.

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9. (C) Flight Restrictions: The D/SSA/ODA has advised us of an additional travel restriction because of threatened terrorist activity. In addition to the restriction on the use of TWA in and out of Rome, we have now been advised that effective 7 November 1977, no Agency employees or their dependents should travel Lufthansa Airlines anywhere in the world. Action was taken by Central Processing Branch to change all reservations on Lufthansa flights and the SSA/ODA has sent a cable to all stations dealing with the subject.

10. (U) Combined Federal Campaign: As of 10 November 1977, \$273,049.50 has been donated or pledged by Agency employees for the Combined Federal Campaign which represents 95.1% of our goal of \$287,215. Pledge cards are continuing to come in, with approximately 121 of them still outstanding.

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11. (S) Rehired Annuitants: See attached report.

**COMING EVENTS:**

(1). (U) The annual Employee Bulletin regarding Christmas activities is being drafted and will be forwarded next week for approval and publication.

(2). (U) Federal Employees Health Benefits Program Open Season - 14 November to 9 December. Employees may enroll or change their health benefits coverage.

(3). (U) [REDACTED] 25X1A  
will represent the Office of Personnel at the Interagency Advisory Group meeting on 11 November at the CSC. The topic will be a proposal developed by CSC Vice Chairman Julie M. Sugarsman: "A Plan for Special Emphasis Employment Programs."

(4). (U) We plan to start drafting a memorandum on a revised APP time cycle.

[REDACTED]

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**Attachment**

**Distribution:**

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25X1A EA-D/PERS/[REDACTED]:rj (11 Nov 77)

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10 November 1977

WEEKLY REPORT OF REHired CIVILIAN ANNUITANT ACTIVITIES  
FOR THE AGENCY (4-11 November 1977) (U/AIUO)

1. (C) The following rehired civilian annuitant case was approved for extension by the Acting Deputy Director for Administration:

DDA

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- [REDACTED] - Independent Contractor, Confidential Correspondent, Office of Security, one-year extension.

2. (S) The following rehired civilian annuitant case was terminated:

DDO

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- [REDACTED] - Independent Contractor, [REDACTED] terminated 31 October 1977.

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